

Student Handout 01

Credentialing Information System

All students, prior to the end of the EMT course, should create their profile on the SC EMS Data – Credentialing Information System (CIS).

1. Go to <https://apps.emspic.org/CIS/Go> At the bottom of the page, click on “Click here for the Public Access site”
2. Next, you will be asked to select a state. Select “South Carolina” then click “Enter Public CIS” You are now logged in as a South Carolina Guest.
3. On the left-hand side of the page, click on “Personnel.” This will drop down a “Personnel Search” option.
4. Click on “Personnel Search”
5. Type your name in the spaces provided, then click “Search.” Do not enter any other information than your first and last name.

If your name appears on the screen, contact DHEC Division of EMS & Trauma at 803-545-4204 and ask to speak with the Manager for Training & Certification or the EMS Coordinator. **DO NOT ATTEMPT TO REGISTER IN CIS.**

If you are not found in the CIS database, the search results should indicate, “*Nothing found to display.*” In this case - you must register to use the CIS.

To register to use South Carolina’s Credentialing Information System:

1. On the left side of the screen, click the word “Profile.” You should now see the option, “Register to use CIS.”
2. Click on “Register to use CIS.”
3. Enter the required information, and then click “Save” in the bottom right-hand corner. You are now registered in CIS and you will have a six-digit SC number.

This six-digit SC number will become your SC EMT Certification number after you have satisfied all certification requirements.